FISCAL MANAGEMENT NEW$

June 2000

(A Newsletter Published by the Fiscal Management Division of OMB)

Training Seminars

OMB will be conducting two training seminars on Monday, June 26th in the Pioneer Room. Topics will include the P-Card Program, SAMIS and other items. We will be opening the P-Card Program to all state agencies at this time and it is important to have someone from your agency attend one of these sessions in order to learn about the P-Card Program and applicable rules, procedures, dollar limits, etc. Our P-Card vendor, Elan, will do a presentation for the afternoon session only. This will be a FYI session and it is not necessary that you see this presentation in order for your agency to sign up for the P-Card Program. The first session will begin at 8:30 AM and will last about $1\frac{1}{2}$–2 hours. The afternoon session will begin at 1:00 PM and will conclude around 4:00 PM. A tentative agenda is listed below:

P-Card Program (Purchasing Cards)
- Description of the program
- Rules/Regulations/Policies/Procedures
- P-Card Transaction Allocation Module
- Presentation By Elan (afternoon session only)

SAMIS
- Online Budget to Actual Report
- How to download SAMIS files into Excel
    Operating File (totals)
    History File (itemized transactions)
- Logging onto SAMIS from home
- Fiscal Year End Deadlines
- New Enhancements
    Fixed Asset System
    ACH Notification System/Web Site

Excel
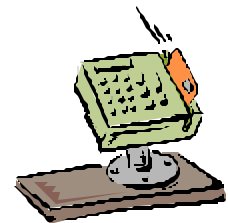- Pivot Tables
- Filters
- Macros

CAFR
- New reporting model
- Impact

Payroll
- Topics to be determined

Updated Manuals to be handed out:
- Payroll Manual
- Online Payroll Manual
- Online SAMIS Manual

New Employees

On Monday, May 8, Sandy Paulson joined the OMB budget staff. Su-Lin Woo joined the budget staff on Monday, May 15.

Sandy comes to us with 22 years experience in state government fiscal matters. Most recently she was the fiscal officer for the Department of Public Instruction.

Su-Lin joins us from the private sector. Most recently she was the comptroller for BNCCORP Inc., a bank holding company. In this position she managed the accounting and finance department and directed the budget process for the organization.

Welcome Sandy and Su-Lin!!

With the addition of these staff members, new budget assignments have been made. The listing reflects the assignments for the 2001-03 budget cycle. It can be viewed on our web site at http://www.state.nd.us/fiscal/analyst.html

Phone numbers for the budget staff are:

Sheila Peterson	328-4905
Celeste Kubasta	328-4947
Arvy Smith	328-2685
Jeff Larshus	328-4902
Dave Krabbenhoft	328-1024
Sandy Paulson	328-2148
Su-Lin Woo	328-1530

Change in COPE Deduction

A change has been made to the COPE deduction element code 177. In the past, a parameter code was used to specify the amount to be deducted. Due to the increase in the number of specific amounts requested, the parameter code has been eliminated. In the future, when entering COPE dues, use deduction element code 177 and enter the amount that is to be deducted. THE PARAMETER CODE SHOULD NO LONGER BE USED.

OMB has made the necessary adjustment on the payroll system to convert the employees' COPE dues from the parameter code to the equivalent deduction amounts. Therefore, agencies need not update employee records to reflect this change.

If you have any questions regarding this information, you may call Sheryl at 328-4783 or Melanni at 328-2677.

2000 Comprehensive Annual Financial Report (CAFR)

The revised pages for GAAP closing manuals as well as a set of closing package forms were mailed to state agencies in May. The due dates for the closing packages were included in that mailing.

We will not be having a general training session on completing closing package forms for preparation of the 2000 CAFR. State Agencies that request training for new fiscal employees will be contacted to set up individual training sessions.

Copies of the 1999 CAFR are available. If you would like a copy, please contact Eileen Holwegner at 328-1666 or Becky Deichert at 328-4910. You can also view the 1999 CAFR on the Fiscal Management web site at http://www.state.nd.us/fiscal/CAFR99/cafr99.html

For the 9th consecutive year, the Fiscal Management Division of OMB has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the FY99 CAFR (Comprehensive Annual Financial Report) of the state. This prestigious award is presented by the Government Finance Officers Association of the United States and Canada.

We Have a Winner!!

Buried in the on-line SIBR Manual was a free lunch. Brenda Weisz from the Department of Human Services was the first to find it and call Sheila Peterson,

Director of the Fiscal Management Division. Sheila will take Brenda to lunch as her reward for going through the SIBR Manual so thoroughly. Congratulations Brenda!

Budget Extensions

NDCC 54-44.1-04. requires agency budgets to be submitted by July 15. Optional adjustment packages are due no later than August 15. Extensions may be granted for a later filing date. To obtain an extension, submit a written request to your budget analyst no later than July 1. Please provide an explanation of the reason for the extension, and the requested filing date.

SIBR and Information Technology

The Statewide Integrated Budget and Reporting System (SIBR) has been modified to allow agencies to provide detailed information on their information technology plans. Training for the new screens occurred on June 8th and 13th. As indicated at training, this is a time consuming process. Agencies need to start planning for preparing this information as soon as possible.

This process requires the information technology planner to work closely with the agency budget staff. Costs for each activity in the base budget need to be shown by reporting level and budget object code. Amounts requested in the optional package are identified by reporting level and line item. If you have problems preparing this information, contact your OMB budget analyst or your ITD IT planning analyst. Check the site: http://www.state.nd.us/fiscal/sibr/SIBRManual2000/ITRequest.pdf

SIBR and Narrative Printing

One of the changes to SIBR included using Microsoft Word as a narrative print package. This allowed agencies to input narrative with additional formatting. Narrative is input through the narrative input screen on the budget control checklist. When printing or viewing narrative reports, the SIBR program will open Word and input the information into a Word file. If viewing the report first, do not return to SIBR to print. Use the printing capability available in Word to print the report. If Word is not on the computer, the reports will not be accessible. For additional information, see Chapter 2 in the SIBR Manual.

Telecommuting

As a result of the interim study on state agency office space needs by the Budget Committee on Government Services, the Office of Management and Budget is requiring the use of the Telecommute Analysis Form for the 2001-03 budget cycle. State agencies will be required to complete and submit the form, with its budget request, if the following conditions are present in the 2001-03 agency budget request:

- ✓ Requested new position(s)
- ✓ Requested vacant positions that are pending reclassification
- ✓ Positions that will be relocated due to the construction, purchase, or lease of new office space
- ✓ Positions that will be assigned to new programs

For similar and/or related positions, the agency may elect to group those positions and complete one form per group.

The Telecommute Analysis Form is available on OMB's Fiscal Management web site at http://www.state.nd.us/eforms/Doc/sfn52462.pdf

If you have questions on applicability of the form, or how to complete the form, please contact your budget analyst.

Budget Hearings

After agencies submit their budget in SIBR the assigned budget analyst will complete various manual checks including the following:

- Accuracy of prior biennium actual expenditures by line and funding source
- Adequacy of narrative information
- Appropriate submission of Telecommute Analysis Form

Following the successful completion of the analyst checklist, agencies will receive a letter certifying the acceptance of their budget and are provided the opportunity to schedule a budget hearing with their OMB analyst, the director of Fiscal Management, the director of OMB, a Governor's representative, and their legislative analyst. The hearings cannot be held until the budget is certified and the optional package is submitted.

Some agencies may want to schedule the hearing in advance to ensure staff availability. Agencies may call Sharon Franklin at 328-4904 to schedule budget hearings.

ND Office of Management and Budget
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Bismarck, ND 58505-0400
Web site: http://www.state.nd.us/fiscal

ADDRESS SERVICE REQUESTED

If you have any questions or comments concerning this newsletter, please call
701-328-4904.

Fiscal Management Division
State of North Dakota - CAFR 1999

OMB

COMPREHENSIVE ANNUAL FINANCIAL REPORT

for the Fiscal Year Ended June 30, 1999

The Comprehensive Annual Financial Report is an annual publication of the North Dakota Office of Management and Budget and is prepared by the Fiscal Management Division. The CAFRs have been formatted to view in Adobe Acrobat. **If some text appears small, click on the zoom feature, and then click twice in the document to enlarge**.

NOTE: If you do not have a copy of Adobe's Acrobat Reader currently installed on your PC you will need to **download and configure your free copy** before viewing the files below. This is a one-time process which will then permit you to view these and other PDF formatted publications on the Web. Please follow the installation and browser configuration instructions provided.

Comprehensive Annual Financial Report
for the Fiscal Year Ended June 30, 1999

Table of Contents

To obtain an official, printed copy of this report, please contact:

Eileen Holwegner

CAFR Project Coordinator

Office of Management and Budget

600 East Boulevard Avenue, Dept. 110

Bismarck, ND 58505-0400

Email: **eholwegn@state.nd.us**   Phone: 701-328-1666

IT Plan SIBR Instructions

There are two screens agencies must complete in SIBR to link their information technology (IT) plan in PlanIT to their budget request. One of them distributes IT base amounts and the other distributes IT optional amounts to the various reporting levels and object codes. In addition, four SIBR reports are available which present the data at various detail and summary levels. Following are instructions for completing, submitting, and validating the screens along with SIBR report descriptions and a glossary.

IT Cost Distribution

Screen: IT Cost Distribution – B610

Navigation Path: Preparation/Budget Control Checklist/Info Tech Plan

Purpose:
This screen is the vehicle agencies use to distribute the base cost of each IT activity in PlanIT, by object code and reporting level, and compare it to the amount in the funding request for that reporting level and object code. **The amounts entered here do not carry forward to the funding request screen.**

Using the Screen:
Upon initially retrieving the IT Cost Distribution screen, the first thing to do is attach the IT Plan by selecting the corresponding button provided at the bottom of the screen. Select the desired IT Plan from the drop down box that appears and update. Note that the information technology plan entered into Information Technology Department's PlanIT system, is separate and distinct from the information technology budget request in SIBR, even though the two are linked.

Attaching the IT Plan brings the base amount, optional amount, and the total budget for each activity from PlanIT to the top portion of the screen. Total Budget reflects the total of Base Amount and Optional Amount and cannot be changed. However, as an agency is working on the budget in an Agency version, amounts included in the Base Amount versus the amount included in Optional Amount can be adjusted. For example, if Base Amount is increased, Optional Amount is automatically recalculated with a corresponding reduction so that Total Budget does not change.

Prior to submitting the budget, agencies must decide what to include in Base Amount versus what to include in Optional Amount. Once the budget is submitted, Base Amount and Optional Amount on the Budget version are locked and cannot be changed. These amounts can be changed on the IT Cost Distribution screen of the Agency version.

Note that Total Budget agrees to the total amount for the selected activity on PlanIT unless a portion of the activity is non-appropriated. Non-appropriated or off-budget amounts are included in the IT Plan in PlanIT but are not included in budget figures on SIBR. If a portion of an activity is non-appropriated it should be explained in budget changes narrative.

The bottom portion of the screen presents, by object code, the amount distributed for the selected activity, the amount distributed for all activities, and the funding request for the selected reporting level. The middle column, All Activities, presents a running total of all the IT activity costs distributed for the reporting level. This running total can easily be compared to the column on the right, Funding Request, to verify that the funding request for each object code in that reporting level is sufficient to cover all IT costs for that reporting level. The IT object codes for All Activities in the selected reporting level must equal the IT object codes in the Funding Request for that reporting level. These object codes are IT-Data Processing, IT-Telephone, IT-Software/Supplies, IT-Contractual Services, and IT-Equipment. All other object codes in which activities are distributed must be less than or equal to the Funding Request amount for that reporting level.

Select the activity by clicking under Base Amount for the desired activity. In the middle of the screen select the reporting level in which costs are to be distributed. Then in the bottom portion of the screen under Selected Activity, enter the costs by object code for the activity in the selected reporting level. It may be helpful to have a spreadsheet with a breakdown of IT activity costs by reporting level and object code prior to working on this screen.

Costs of an IT activity may be distributed to multiple reporting levels and each reporting level may include costs of more than one activity. As costs of an IT activity are entered in the lower portion of the screen, they are totaled and reflected under Base Distributed in the upper portion of the screen. Base Not Distributed automatically calculates as the difference between Base Amount and Base Distributed. When IT cost distribution is complete, Base Distributed for an activity must equal Base Amount and Base Not Distributed must be 0.

Optional Distributed and Not Distributed are presented for informational purposes only. Optional Amount Distributed and Not Distributed can only be adjusted through the IT Optional Cost Distribution screen. Optional Amount can be adjusted on the IT Cost Distribution screen and, prior to submitting the budget, changing Optional Amount on this screen changes Optional Amount on PlanIT and the IT Optional Cost Distribution screen. After a budget is submitted, changing Optional Amount on this screen changes the amount on this screen alone. It will not change Optional Amount on PlanIT or the IT Optional Distribution screen. **Note: Agencies must decide how much of an IT activity is in Base and how much is in Optional prior to submitting the budget.** The amounts in the base budget and optional can not be changed once the budget is submitted.

IT Optional Cost Distribution

Screen: IT Optional Cost Distribution – B620

Navigation Path: Preparation/Optional Adjustments

Purpose:
This screen is the vehicle agencies use to distribute the optional cost of each IT activity in PlanIT, by reporting level, and compare it to the amount in the optional request for that reporting level. **The amounts entered here do not carry forward to the Funding Request or Optional Adjustments screen.**

Using the Screen:
Double click on the Optional Package, select the Optional Adjustment, and click on Info Tech Plan to access the IT Optional Cost Distribution screen. Then select the activity and the reporting level for the optional adjustment. The line items entered in the optional adjustment detail will appear.

The upper portion of the screen presents the base amount, optional amount, and total budget from PlanIT and the amounts distributed and not distributed for the base amount and optional amount. The bottom portion of the screen is used to distribute amounts included in the Optional Adjustments package by line item and funding source.

Select the activity by clicking under Base Amount or Optional Amount for the desired activity. Select the reporting level in the middle of the screen. In the bottom portion of the screen select the line item and enter the funding source for the portion of the selected activity included in the Optional Adjustments package. As optional amounts are entered in the lower portion of the screen they are totaled and reflected in Optional Distributed in the upper portion of the screen. Optional Not Distributed automatically calculates as the difference between Optional Amount and Optional Distributed. The agency is not required to distribute the entire Optional Amount. Optional Distributed must be less than or equal to Optional Amount.

Base Distributed and Not Distributed are presented for informational purposes only. These figures can only be adjusted through the IT Cost Distribution screen.

Once the budget is submitted, IT Plan amounts for an activity cannot be changed on the IT Optional Cost Distribution screen.

IT Plan Budget Validation and Submission

Upon distributing all the IT Plan costs into the appropriate reporting levels the IT Plan can be validated. First, however, the Funding Request must be marked Complete on the Budget Control Checklist. Then mark the Info Tech Plan in the Budget Control Checklist

as Complete. If there are any errors in the IT Cost Distribution process, validation errors will be displayed. If errors are noted, print the Budget Validation Report (R200) for a complete listing of the errors to facilitate resolution. If changes are made to the Funding Request after validation, both the Funding Request as well as the Info Tech Plan will revert to Not Complete.

When all SIBR validation errors are corrected, the budget may be submitted as described in the SIBR Manual. Submitting the budget creates a B, or budget version, of the IT Plan in PlanIT. **Note: All updates to the narrative and other sections of the IT plan should be complete prior to submitting the budget.** The B version of the IT Plan will be published as part of the Statewide IT Plan information.

Once the B version is submitted, updates to the B version of the IT Plan are not allowed. The Agency version of the IT Plan may still be edited to create alternative scenarios but this will not change the figures on the B version.

Error messages, numbers, and corresponding corrective actions are presented below.

Error	**Message**	**Action**
20950	The budget version has no attached IT Plan.	Go to the IT Cost Distribution screen and attach an available IT Plan.
20951	The IT Plan is attached to budget version and is no longer available in the IT Planning system.	Go to the IT Cost Distribution screen and attach an available IT Plan.
20952	An activity for IT Plan is distributed on the budget version and is no longer available in the IT Planning system.	Go to the IT Cost Distribution screen and click Yes when asked whether or not to synchronize SIBR with IT Planning.
20953	The total distributed expenses for the budget version must be equal to the base amount for the activity.	Go to the IT Cost Distribution screen and adjust the Base Amount or the Selected Activity amounts.
20954	The total distributed expense for the budget version is greater than the funding request for the reporting level and line item.	Go to the IT Cost Distribution screen and adjust the Base Amount and the Selected Activity amounts, or go to the Funding Request screens and adjust the appropriate amounts.
20955	The total distributed funding source for the budget version is greater than the funding request for the reporting level, line item, and object.	Go to the IT Cost Distribution screen and adjust the Base Amount and the Selected Activity amounts, or go to the Funding Request screens and adjust the appropriate amounts.

Error	**Message**	**Action**
20956	The total distributed IT expense for the budget version must be equal to the funding request for the reporting level, line item and object.	Go to the IT Cost Distribution screen and adjust the Base Amount and the Selected Activity amounts, or go to the Funding Request screens and adjust the appropriate amounts.
20957	The total distributed funding source for the budget version is greater than the funding request for the reporting level, line item , and object.	Go to the IT Cost Distribution screen and adjust the Base Amount and the Selected Activity amounts, or go to the Funding Request screens and adjust the appropriate amounts.
20958	The total distributed expense for the budget version is greater than the funding request for the reporting level, line item, and object.	Go to the IT Cost Distribution screen and adjust the Base Amount and the Selected Activity amounts, or go to the Funding Request screens and adjust the appropriate amounts.
20959	The budget version has no distribution for the activity.	Go to the IT Cost Distribution screen and distribute the activity, or go to the IT Planning system and delete the activity.
20960	An activity for IT Plan is distributed on optional version and is no longer available in the IT Planning system.	Go to the IT Optional Cost Distribution screen and click Yes when asked whether or not to synchronize SIBR with IT Planning.
20961	The total distributed funds for optional version is greater than the optional amount for the activity.	Go to the IT Optional Cost Distribution screen and adjust the Optional Amount or the General Fund amounts, Federal Funds amounts and/or Special Funds amounts.
20962	The total distributed federal funds for optional version is greater than the federal funds	Go to the IT Optional Cost Distribution screen and adjust the Optional Amount and the Federal Funds amounts.
20963	The total distributed general funds for optional version is greater than the general funds.	Go to the IT Optional Cost Distribution screen and adjust the Optional Amount and the General Funds amounts.
20964	The total distributed special funds for optional version is greater than the special funds.	Go to the IT Optional Cost Distribution screen and adjust he Optional Amount and the Special Funds amounts
20965	The optional version has no distribution for an activity.	Go to the IT Optional Cost Distribution screen and distribute the activity, or go to the IT Planning system and delete the activity.

IT Plan Reports

Screens: IT Plan Reports – B630

Navigation Path: Reporting/IT Plan Reports

Using the Screens:

Four different information technology (IT) reports are available on SIBR. Procedures for printer setup are found in Chapter 2 of the SIBR Manual.

Select IT Plan Reports to print or view reports containing various information on the funding of the activities in the IT Plan. To view or print a report, click on the box next to the report and the View or Print box at the bottom of the screen. Multiple reports can be printed at one time by clicking on the box next to each report and selecting Print.

Below is a brief description of each standard SIBR IT Plan report, listed in numerical order.

IT Reporting Level Summary of Activities
Report R610

This report summarizes each IT activity funded in a reporting level by object code. It can be printed or viewed by reporting level or for the entire department.

IT Reporting Level Comparison
Report R620

This report presents by object code, a total of all the IT activities funded in a reporting level and compares it to the total funding request for that reporting level. It can be printed or viewed by reporting level or for the entire department.

IT Activity Summary
Report R630

This report presents, by object code, each individual reporting level in which an IT activity is funded. It can be printed or viewed by department only.

IT Request/Recommendation Summary Comparison
Report R640

This report summarizes each IT activity by funding source and compares the base request, optional adjustments, and total request from PlanIT to the executive recommendation. Notation is also made of any non-appropriated request in Plan IT. It can be printed or viewed by department only.

IT Plan Glossary

The following terms relate specifically to the SIBR screens and reports used in distributing IT Plan costs.

Base Amount - The amount requested for an IT activity exclusive of the optional amount. Base amount in PlanIT and SIBR should agree.

Base Distributed - The portion of the base amount for an activity that has been distributed to reporting levels. When the IT cost distribution for an activity is complete this figure should equal the base amount.

Base Not Distributed - The portion of the base amount for an activity that has not been distributed to reporting levels. When the IT cost distribution for an activity is complete this figure should be 0.

Information Technology (IT) Plan – A plan identifying information technology projects for the upcoming biennium. Planned expenditures for hardware, software, communications, applications development, training, and operating expenses related to information technology should be reported in the technology plan. The Information Technology Plan is required per chapter 54-44.2 of the North Dakota Century Code.

Non-Appropriated – Costs of an IT activity or a portion of an activity that are included in PlanIT but that occur off-budget or through a continuing appropriation. These costs do not go through the budget and appropriation process and are presented on report R640 for memo purposes only. They do not appear any other place in SIBR.

Optional Amount - The amount requested for an IT activity that is above the base budget. This amount comes from PlanIT on screens B610 and B620 and does not have to agree to the optional amount included in an agency's optional adjustment package.

Optional Distributed - The portion of the optional amount for an activity from PlanIT that is included in the optional adjustments package and is distributed to reporting levels in screen B620 IT Optional Cost Distribution.

Optional Not Distributed - The portion of the optional amount for an IT activity from PlanIT that is not included in the optional adjustments package and is not distributed to reporting levels in screen B620.

PlanIT – The software package developed to accumulate the Information Technology Plans submitted by state agencies.

TELECOMMUTE ANALYSIS FORM
OFFICE OF MANAGEMENT AND BUDGET/FISCAL MANAGEMENT
SFN 52462 (04-2000)

This form is to be completed for requested new positions, for requested vacant positions that are pending reclassification, for positions that will be relocated due to the construction, purchase or lease of new office space, and for positions that will be assigned to new programs. For similar and/or related positions, the agency may elect to group those positions and complete one form per group.

Number of Positions Requested:	New:	Vacant Pending Reclassification:	Relocated:	Assigned to New Programs:

Position(s) Class Title:

Position(s) Grade Level:	**Salary Range:**	From:	To:

Funding Source of Position(s):	General Percent:	Federal Percent:	Special Percent:

Will Position(s) Continue into the 03-05 Biennium?
☐ Yes   ☐ No

1. Provide a description of the requested position(s) including specific job tasks and percent of time spent at each task. (i.e., information handling, data processing, report review, conduct business by phone, face to face communication)

2. Discuss the benefits and assets required in locating the position(s) outside of the central office setting. (**benefits:** improve public access, increased labor pool, job opportunities for rural areas, increased employee morale, advantage in recruitment and retention of employees; **assets required:** office space, furniture, equipment, technology, security)

3. Document below the estimated costs necessary to fund the position(s) in a central office setting and in a telecommute setting (unless a specific location has been identifed, use $5.58 per square foot for estimating space costs in a rural setting and $8.74 per square foot for estimating space costs in an urban setting):

	CENTRAL OFFICE		TELECOMMUTE SETTING	
	START-UP	**RECURRING**	**START-UP**	**RECURRING**
Salary & Fringe				
Operating				
Equipment				
Capital Improvements				
TOTAL				
General Funds				
Federal Funds				
Special Funds				

Agency is to maintain, and have available upon request, supporting documentation detailing the above cost estimates.

4. Identify below the source and amount of estimated in-kind or third party contributions, if any, available to assist in funding the requested position(s).

5. Is space currently available to house the position(s) at the central office?

6. How, and in what amount, is the position(s) requested in the Agency Budget Request:	Central Office Setting:	Telecommute Setting:	Amount: $

Discuss:

Fiscal Management Division
A Division of the Office of Management and Budget
600 East Boulevard Ave., Dept. 110
Bismarck, ND 58505-0400

OMB

| Mission Statement | Phone Directory | E-mail Directory | Organizational Chart |

- **Approved State Budget** (680k) July 1999 Current budget for the State of North Dakota. Viewable with the Adobe Acrobat Reader
- **Central Payroll Deduction Codes** (Revised June 1, 2000)
- **1999 Comprehensive Annual Financial Report** Viewable with the Adobe Acrobat Reader
- **Fiscal and Administrative Policy** (updated August 1999) A complete set of policies issued by Fiscal Management
- **Forms**
- **Instruction Manuals** Fiscal Management's Accounting and Payroll Manuals
- **Message Center** Online message center for current information (updated June 5, 2000)
- **Object Codes 99-01 Biennium**
  - **Revenue Codes**
  - **Expenditure Codes**
- **Out of State Meal Allowance Rates** (54k) January 1, 2000 (Revised March 31, 2000). Viewable with the Adobe Acrobat Reader
- **Publications** Rev-E-News and Fiscal Management newsletters
- **Purchasing Card Manual** December 8, 1999 Fiscal Management's Purchasing Card Manual
- **State Agency and Analyst Listing** Identifies the agency budget number and OMB analyst assignments
- **SIBR Manual** April 2000
  - **Word 97**
  - **PDF Format** viewable with Adobe. To view chapter subsections, use the navigation pane to view bookmarks. Click on desired bookmark to get to subsection within chapter.
  - **Telecommute Analysis Form**
- **SIBR Download** June 2000

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